



**DEPLOY360**

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## **Executive Administrator Assistant (SOJTF-C), Doha, Qatar (Onsite)**

**Clearance Required:** Top Secret/SCI

### **Overview**

Deploy360 is seeking an **Executive Administrator Assistant** to provide high-level executive support to the **SOJTF-C Commanding General, Deputy Commander, Chief of Staff, and Command Sergeant Major**. This role requires strong coordination, communication, and administrative skills to support leadership functions effectively in a dynamic operational environment.

### **Responsibilities**

- Serve as the **Executive Assistant to the Chief of Staff** and provide executive support to senior leadership.
- Facilitate **coordination, communication, planning, and execution** across the area of responsibility and special staff.
- Synchronize the **Command Group** and advise staff and subordinate units on administrative procedures, ensuring accuracy and timeliness of correspondence.
- Maintain positive relationships and facilitate communication between higher, adjacent, and subordinate units.
- Provide administrative support to the **Commanding General's Aide** for a deployed C2 Advising Structure.
- Prepare and route correspondence, memorandums, and maintain personnel records.
- Coordinate personnel evaluations, process personnel actions, security clearances, awards, and decorations.
- Assist with requests for **temporary duty (TDY) and travel orders**, passport and visa processing.
- Manage **high-level visit requests**, planning and executing all aspects of official visits, coordinating across staff functions to ensure objectives are met.
- Work and adapt in an **austere, combat-zone environment**, supporting mission requirements as needed.

### **Required Qualifications**

- High school diploma with **6-9 years of experience**.
- **Top Secret/SCI Clearance**.
- A **minimum of ten years of executive support experience** OR a combination of **four years of higher education and relevant experience**.
- Prior experience as an **Executive Assistant at an O-6 Command or higher**.

### **Preferred Qualifications**

- Strong ability to **communicate effectively**, both written and verbal, across diverse cultural and professional environments.
- Ability to **produce high-quality, releasable work** within prescribed deadlines.
- Experience working in **cross-cultural and multi-cultural environments**, demonstrating adaptability and professionalism.

### **Why Join Deploy360?**

At Deploy360, we specialize in providing mission-critical solutions for government and defense operations. We are committed to operational excellence, innovation, and delivering cutting-edge force management solutions that support mission success.

**Join our team and make an impact where it matters most. To be considered for the position, please email, [info@deploy360.us](mailto:info@deploy360.us) and include your resume.**